

DIVISION OF PROFESSIONAL LICENSURE

Technical Assistance Handout: Annotated Sample Enrollment Agreement

This annotated sample is provided to assist schools in developing an enrollment agreement to be approved by the Division of Professional Licensure's Office of Private Occupational School Education. While schools may develop their own enrollment agreements, the enrollment agreement must contain the fields of information included below in order to obtain DPL approval. Be sure to delete all DPL annotations prior to submission and contact DPL with any questions.

ENROLLMENT AGREEMENT

SCHOOL'S NAME; ADDRESS; TELEPHONE; EMAIL AND WEBSITE ADDRESSES, IF ANY

STUDENT NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

PROGRAM OR COURSE NAME: _____

If the school only has one program, please enter it on the line above. If the school has several programs, the school may list them in this space with a check box. Samples are provided at the end of this document.

ENTRANCE REQUIREMENTS: *If entrance requirements are not the same for each prospective student, school representative MUST list requirements for each student's course or program of study at the time of enrollment (e.g. HS/GED, passing English equivalency exam, TB test). See sample at end of this document.*

CLOCK/CREDIT HOURS: *Specify whether hours are clock or credit. Only schools accredited by a U.S. Department of Education-approved accrediting agency may use the term "credit hours."*

PERIOD BEYOND WHICH LATE REGISTRATION WILL NOT BE ACCEPTED: *At the time of admission, school representative MUST enter the date unless the school enters generic time frames (e.g. after the second day of classes; after the first class; once classes begin).*

DATE ☐ PROGRAM OR ☐ COURSE (CHECK ONE) BEGINS: ____/____/____

DATE ☐ PROGRAM OR ☐ COURSE (CHECK ONE) ENDS: ____/____/____

Note: In the event of a dispute or a school closure, the contract must reflect the actual dates of attendance; therefore, if the start date of the program or course changes after this contract is executed, the student's contract must be amended or reissued.

TUITION FEE: \$ _____

BOOKS: \$ _____

SUPPLIES: \$ _____

OTHER CHARGES: \$ _____

TOTAL CHARGES: \$ _____

DISCOUNTS: \$ _____

Cost of tuition MUST be separated from all other charges. In the event of a school closure, students are entitled to file a claim for unused tuition against the school's surety. Schools must then provide an accurate accounting of all additional charges.

ADJUSTED TOTAL CHARGES: \$ _____

ESTIMATE OF ADDITIONAL EXPENSES TO BE INCURRED BY STUDENT: ***This list should include any other items students must purchase from the school or a third party for their program (i.e., sheets, massage table, flowers, computer software, etc.) This section should also include the fees for any tests or licenses necessary for the student to become employed in the field.***

STUDENT'S METHOD OF PAYMENT: ***Schools should indicate the method of payments acceptable to the school and check off the method of payment used by the individual student. Below is a list of the most common options; schools should amend this section to reflect the forms of payment accepted by their school.***

_____ CASH	_____ PRIVATE STUDENT LOAN
_____ CHECK	_____ FEDERAL OR STATE STUDENT LOAN
_____ SCHOOL PAYMENT PLAN	_____ CREDIT CARD
_____ OTHER: _____	_____ RETAIL INSTALLMENT AGREEMENT

Helpful Hint: Schools should keep their financial records in such a manner as to distinguish income derived from each payment method, as the types of revenue may impact the amount of surety the school must carry.

REFUND POLICY (AS PER M.G.L. CHAPTER 255, SECTION 13K):

SCHOOLS MUST PROPERLY CITE THE ABOVE MASSACHUSETTS LAW AND MUST INCLUDE THE STATUTORY ITEMS #1-9 BELOW VERBATIM.

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs Equal: \$_____ **When the student registers for a course or program of study, schools MUST enter an amount here that complies with #7 above; if the tuition for all programs/courses offered by the school is \$1,000 or more, school may enter \$50 on this line and does not need to attach a list of administrative costs. However, if school has courses or programs less than \$1,000, it must attach a list of administrative costs for the Division to review and approve. See the sample list provided on the website. If school does not charge an administrative fee, please enter "\$0" in the space.**

If the school is Title IV approved, school must also include the USDOE refund policy on this agreement stating that students with federal loans are subject to the USDOE refund policy and all other monies paid by students are subject to the Commonwealth of Massachusetts' refund policy.

If the school has a separate refund policy for books and supplies purchased through the school, please insert it here.

If the school opts to have an electronic catalogue, the following language must be inserted, amending the options available for your school.

I have been provided a copy of the school's catalogue and policies in a manner of my choosing and I am initialing my choice:

____ hard copy ____ USB Drive ____ read-only CD-Rom ____ send via email
____ I will download the catalogue and policies from school's website **Insert the school's URL here.**

Student's Initials

____ I understand this contract will not be in force and effect until signed by both myself and a school representative.
____ I have received a copy of the school's complaint procedures policy.
____ I understand the refund policy as stated above.
____ I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.

This school is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@state.ma.us or 617-727-5811. **This language MUST be used verbatim.**

STUDENT'S SIGNATURE: _____ DATE: _____

PRINT STUDENT'S NAME: _____

IF THE STUDENT IS UNDER THE AGE OF 18,

PARENT/GUARDIAN: _____ DATE: _____

PRINT PARENT/GUARDIAN'S NAME: _____

SCHOOL OFFICIAL'S SIGNATURE: _____ DATE: _____

PRINT SCHOOL OFFICIAL'S NAME: _____

I, the student, have received a completed and signed copy of this agreement on date: _____
_____ (student's initials)

No contractual information is to appear below this point in the contract.

Schools with multi-page enrollment agreements must indicate on the agreement how many pages it contains so students may be assured of receiving all pages. Please see the sample format provided at the bottom of this document.

Below are several examples of charts that may be used to format programs/courses on enrollment agreements. No matter what format schools use on their enrollment agreement, all data fields (course/program name; tuition cost; cost of books/materials/other fees; total cost of program; etc.) must be included. The course names and tuition prices must correspond with the program/course forms as approved by the Division.

Sample 1

Please Check course/program:	Entrance Requirement(s)	Tuition	Non-Refundable Administrative Fees	Total Cost of Program	Additional Expenses for each class (estimates)
<input type="checkbox"/> Nurse Assistant Training	Able to read and write English at 5 th grade level	\$575	\$30		Uniforms \$150
<input type="checkbox"/> Medical Assisting	High School Diploma/GED	\$4,525	\$50		Books \$42-\$375

☐ BURLINGTON CAMPUS

☐ FRAMINGHAM CAMPUS

☐ FALL RIVER CAMPUS

Sample 2

Please Check course/program:	Tuition Cost	Books	Non-Refundable Administrative Fees	Total Cost of Program	Additional Expenses for each class (estimates)	Dates and Times
<input type="checkbox"/> Nurse Assistant Training	\$800	\$100	\$40		Uniforms \$150	1/2/10 M, W, F 10 a.m. – 1 p.m.
<input type="checkbox"/> Patient Care Technician	\$1000	\$125	\$50		Immunizations \$20-\$300	4/1/10 M-F 9 a.m. – 3 p.m.

Sample 3

☐ **Automotive Technology.** _____ clock hours. Tuition: \$_____, 4 installments of \$_____ each. Books/Equipment: \$_____. Total charges: \$_____.

☐ **Industrial, Commercial, and Residential Electrician.** _____ clock hours. Tuition: \$_____, 4 installments of \$_____ each. Books/Equipment: \$_____. Total charges: \$_____.

Sample 4

Please Check course/program:	Tuition Cost	Books	Non-Refundable Administrative Fees	Total Cost of Program	Additional Expenses for each class (estimates)
<input type="checkbox"/> Nurse Assistant Training	\$800	\$100	\$40		Uniforms \$150
<input type="checkbox"/> Evening Program 5-9 p.m. <input type="checkbox"/> Saturday Program 10-3 p.m.					
<input type="checkbox"/> Medical Assisting	\$1000	\$125	\$50		Uniforms \$150 Immunizations \$20- \$300
<input type="checkbox"/> Day Program 9 a.m. – 4 p.m. <input type="checkbox"/> Evening Program 4-9 p.m.					

Helpful Hint: Use the list of courses from your enrollment agreement as the foundation for making a checklist of courses that can be attached to your teacher approval requests. When you submit an application for a teacher, attach the list of courses, checking off the ones for which you are seeking approval.